

2.1 Privacy and Confidentiality

Purpose: To ensure that all information related to the Minnedosa and Area Food Bank remains confidential until such a time as the board approves disclosure where applicable.

Policy:

2.2.1 Client information:

All client information will fall under the Freedom of Information and Protections Of Privacy Act (FIPPA). Client information is gathered in approved software that is acceptable to the standards set out by Food Banks Canada. Clients must be made aware of this collection of information and consent to its collection and storage. This is done by verbal consent and documented in the client software program, or the client is given a written acknowledgment to read and sign. This will be kept in a separate file in the food bank and can be noted in the client software program.

All client information is confidential and not to be discussed at any time with anyone who is not providing service to the client.

2.2.2 Donor Information:

Donors to the food bank will provide their personal information for the sole use of the Minnedosa and Area food bank to provide tax receipts and track all donations. This information is provided to the Canada Revenue Agency during tax filing. At no time will the Minnedosa and Area Food Bank, sell or otherwise publicize its list of donors.

2.2.3 Financial Information:

Financial information of the food bank will be kept confidential and not shared with anyone who is not on the board of directors. At the end of the fiscal year, the financial information is made available to an accountant for the purpose of audit and filing of taxes with Revenue Canada. Once this financial document is finalized and approved by the board of directors, it can be made available for the public to view upon request in writing to the treasurer.